

**Michigan Department of  
Labor and Economic Growth**



**SKILL IN PLANNING**

**HOW TO IMPROVE JOB METHODS**

**STEP 1 - SELECT a task.**

One that has or may produce accidents or  
other problems.

Any other task that can be simplified.

**STEP 2 - BREAK DOWN the job.**

List all details of the job **exactly** as done by  
the **present method**.

**STEP 3 - QUESTION every detail.**

1. Use these types of questions:

WHY is it necessary?

WHAT is its purpose?

WHERE should it be done?

WHEN should it be done?

WHO is best qualified to do it?

HOW is the "best way" to do it?

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Consultation Education and Training Division

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2. Also question the:  
Selection, Arrangement, Use, and  
Maintenance of EQUIPMENT.  
Selection, Placing, Handling and  
Processing of MATERIAL.  
Selection, Placing, Training and Leading  
of PEOPLE.

**STEP 4 - DEVELOP the new method.**

1. **Eliminate unnecessary details.**
2. **COMBINE details when practicable.**
3. **REARRANGE for better sequence.**
4. **SIMPLIFY all necessary details.**  
**Work out your idea with others.**

**STEP 5 - APPLY the new method.**

1. **Sell** your proposal to management.
2. Get final **approval** from all concerned.
3. Obtain **commitment** from all affected.
4. **Sell** the new method to workers.
5. **Put** the new method **to work**.
6. Give **credit** where credit due.